

APPENDIX 1



Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
Period start date				Period end date			
	Day	Month	Year		Day	Month	Year
From	01	04	2024	To	31	03	2025

Reference and administration details

Charity name	Relationships Scotland - Shetland
Other names charity is known by	Not Applicable
Registered charity number	SC028899
Charity's principal address	Market House
	14 Market Street
	Lerwick
	Shetland
	Postcode ZE1 0JP

Names of the charity trustees on date of approval of Trustees' Annual Report

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Chairperson		
2	Vice Chair		
3	Treasurer		
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			

Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year

Structure, governance and management

Type of governing document

Since 16th September 2014 the organisation has been a Scottish Charitable Incorporated Organisation (SCIO), having been a registered charity from 30th March 1999. The governing document is its constitution.

Trustee recruitment and appointment

Charity trusteeship is open to any person aged 16 or over, and/or any individual who has been nominated for membership by an unincorporated organisation, and/or any corporate body who subscribes to the purposes of the organisation and wishes to see them fulfilled. Any applicant wishing to become a Charity Trustee must sign a written application which is then considered by the Board at its next meeting. The Board may, at its discretion, refuse to admit any individual. The Board must notify the applicant promptly in writing of its decision on whether or not to admit to Charity Trusteeship.

Objectives and activities

Charitable purposes

(a) to promote conciliation and mediation to assist persons concerned in matrimonial or other disputes concerning children or related matters; (b) to promote a comprehensive and co-ordinated community service in the Shetland area to meet the needs of such persons; (c) to promote and encourage co-operation with and amongst all organisations and individuals involved in any way with such disputes; (d) to work and campaign for the understanding and improvement of the rights and interests of such persons; (e) to promote and encourage research into and study of matters connected in any way with these objects

Summary of the main activities in relation to these objects

1. Child focussed mediation (CFM);
2. Homeless mediation (HM);
3. Problem solving for one (PS1);
4. Direct child consultation (DC);
5. Talking families (TF).
6. Community Mediation
7. Workplace Mediation

Achievements and performance

Summary of the main achievements of the charity during the financial period

2025–2025 has been another busy and productive year for Relationships Scotland – Shetland (RSS).

RSS provides a range of support services to individuals, families, and communities across Shetland, including:

- Family Mediation
- Community Mediation
- Relationship Counselling
- Parenting Apart courses
- In the Middle support for children affected by parental separation
- Training for organisations on conflict and its impacts

The organisation is staffed by a Service Manager (30 hours), a Family Mediator (32 hours), and a Community Relationships Practitioner (21 hours). This core team is further supported by four Associate Family Mediators and four Associate Relationship Counsellors.

Practice supervision is provided for all practitioners in line with good practice standards and the registration requirements of Relationships Scotland. Continuous professional development is strongly encouraged across both employed staff and associates. This year, the employed Family Mediator successfully completed the Foundation Level in Systemic Family Therapy. The organisation also continued to explore opportunities to strengthen its training offer, particularly in supporting situations involving complex family conflict.

A key focus during the year was the design and launch of a community-wide survey. This survey explored people's experiences of issues and conflict within their communities, as well as whether they had accessed support. The findings will guide the development and targeting of RSS services to better meet the needs of the Shetland community in the years ahead.

A significant challenge this year arose when a major funding application, seeking approximately £30,000 per year for five years, was unsuccessful. This placed considerable pressure on the organisation's financial position for 2025/26, raising the possibility of redundancies if alternative funding could not be secured by April 2025. The risk was partially mitigated when the Client Coordinator left their post in January 2025. A decision was taken not to recruit to the vacancy, with the Service Manager temporarily assuming these duties until a wider review is completed and new funding is secured.

RSS continued its path of continuous improvement throughout 2024. A new Client Management System was introduced in early 2025, improving how client information is stored and how caseloads are managed and monitored. The organisation also identified clearer staff values and strengthened its focus on team goals, performance measurement, and quality of outcomes.

RSS remains committed to excellence and to supporting its practitioner team to deliver high-quality services across all areas of its work.

Financial review

Brief statement of the charity's policy on reserves

The charity strives to maintain a reserve of three-months' operating costs.
In 2024-2025 RSS ended the year with a total of £37,309
This is roughly 3 months operating costs.
It is acknowledged that this reserve will not be sustained in 2025-2026 unless additional funds are sources to cover the growing operating costs across the year.

Relationships Scotland – Shetland (RSS) is part of the Relationships Scotland (RS) network. As uncertainly remains in the wider RS network as to the longevity of the national funding environment, RSS is committed to increasing its funding sources to help maintain and grow the organisation with as little risk as possible to its core functions.

Details of any deficit

N/A

Donated facilities and services (if any)

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (e.g. Chair)

Date

Chair

10 December 2025

APPENDIX 3



		Independent examiner's report on the accounts v2						
Report to the trustees/members of		Relationships Scotland – Shetland						
Registered charity number		SCO28899						
On the accounts of the charity for the period		Period start date			to	Period end date		
		Day	Month	Year		Day	Month	Year
		01	April	2024		31	March	2025
Set out on pages		7-10						
Respective responsibilities of trustees and examiner		The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.						
Basis of independent examiner's statement		My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.						
Independent examiner's statement		<p>In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]</p> <ol style="list-style-type: none"> which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations have not been met, or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached. 						
Signed:						Date:		
Name:						23/12/25		
Relevant professional qualification(s) or body (if any):								
Address:								
		Voluntary Action Shetland						
		Market House						
		14 Market Street						
		Lerwick ZE1 0JP						

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Disclosure section

Only complete if the examiner needs to highlight material problems.

**Give here brief details of
any items that the
examiner wishes to
disclose**

Relationships Scotland - Shetland

SCO28899



Receipts and payments accounts

For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	April	2024		31	March	2025

Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
A1 Receipts						
Donations					-	
Legacies					-	
Grants		145,069			145,069	116,188
Receipts from fundraising activities					-	
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities	5,000				5,000	5,750
A1 Sub total	5,000	145,069	-	-	150,069	121,938
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	5,000	145,069	-	-	150,069	121,938
A3 Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	24,139	140,911			165,050	130,388
Grants and donations					-	
Governance costs:					-	
Audit / independent examination		180			180	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
A3 Sub total	24,139	141,091	-	-	165,230	130,388
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	24,139	141,091	-	-	165,230	130,388
Net receipts / (payments)	(19,139)	3,978	-	-	(15,161)	(8,450)
A5 Transfers to / (from) funds	(777)	777			-	
Surplus / (deficit) for year	(19,916)	4,755	-	-	(15,161)	(8,450)

Section B Statement of balances

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
B1 Cash funds	Cash and bank balances at start of year	36,078	1,231			37,309	45,759
	Surplus / (deficit) shown on receipts and payments account	(19,916)	4,755			(15,161)	(8,450)
						-	
						-	
	Cash and bank balances at end of year	16,162	5,986	-	-	22,148	37,309
	(Agree balances with receipts and payments account(s))						

	Details	Fund to which asset belongs	Market valuation to nearest £	Last year to nearest £
B2 Investments				
		Total	-	-

	Details	Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Last year to nearest £
B3 Other assets					
		Total	-	-	-

	Details	Fund to which liability relates	Amount due to nearest £	Last year to nearest £
B4 Liabilities	Unpresented DD (Scottish Widows)		231	458
	Unpresented Payment (HMRC M12)			1,955
		Total	231	2,411

	Details	Fund to which liability relates	Amount due (estimate) to nearest £	Last year to nearest £
B5 Contingent liabilities				
		Total	-	-

Signed by one or two trustees
on behalf of all the trustees

Signature*

Print Name

Date of
approval

			23.12.2025

Relationships Scotland - Shetland

SCO28899

Additional analysis (1)

Analysis of receipts and payments

1 Donations

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
					-	
					-	
					-	
Total	-	-	-	-	-	-

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £		Total current period to nearest £	Total last period to nearest £
Relationship Scotland		42,588		42,588	42,588
Shetland Islands Council (SIC)		73,600		73,600	73,600
CMH&WB Fund		3,881		3,881	
Robertson Trust		25,000		25,000	
				-	
Total	-	145,069		145,069	116,188

3 Gross receipts from other charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
HMRC Employer Allowance	5,000				5,000	5,750
					-	
					-	
					-	
					-	
					-	
Total	5,000	-	-	-	5,000	5,750

4 Payments relating directly to charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Salary/HMRC/Pension	22,121	104,569			126,690	103,715
Office Rent	-	1,981			1,981	1,103
ICT	-	4,038			4,038	4,098
Photocopying & Postage	-	146			146	103
Advertising and Promotional Materials	33	4			37	205
Stationary	-	555			555	615
Insurance	-	555			555	539
Accounts/Payroll Services	-	1,740			1,740	1,560
Sessional/Supervision Fees	-	11,354			11,354	7,623
Training/Travel/Mileage	-	14,765			14,765	5,880
Equipment	-	175			175	1,518
Subscriptions/Membership Fees	1,207	1,029			2,236	1,164
MISC	778	-			778	2,267
					-	
Total	24,139	140,911	-	-	165,050	130,388

